TECHNICAL MANUAL
SOCIAL SECURITY CONTRIBUTIONS SYSTEM

State of New Jersey
Department of Education
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Division of Finance

Social Security Contributions System Manual

INTRODUCTION

This manual includes instructions and reporting procedures for State Social Security (FICA) Contributions utilizing the Department of Education Network (DOENET). Users should reference the DOENET Technical Manual for instructions regarding use of the DOENET software. With the DOENET, the reimbursement process for the employer share of FICA related to TPAF (02) members' regular wages is an on-line process. Districts will make both original payment requests and adjustments using this system. Payments will be processed twice per week with the funds directly deposited to the district's bank account.

ACCESSING THE SYSTEM

The Social Security Contributions System is the first menu choice on the DOENET Main Menu. A separate FICA password is required to access the Social Security Contributions System from the DOENET menu.

The first time the Social Security Contributions System menu choice is selected from the DOENET Main Menu, you will be prompted to enter a FICA password. If you are not ready to assign a password at this time, type QUIT and press **Enter**. You will be returned to the Main Menu of the DOENET. If you are ready to set your FICA password, key any combination of seven digits and/or characters and press **Enter**.

Example: Enter FICA Password (Quit = Exit): **XXXXXXX**

The password must be seven characters and/or digits. A message will appear reminding you that the FICA password length must be seven characters and to please try again if an error is made in keying. When a seven-digit/character code has been keyed, a verification screen will appear requesting you to provide verification of the new password that was just entered. Key the seven-digit/character code and press **Enter**. If a new password is entered that is different in the verification screen, a message will appear warning you that the new password verification was invalid and the verification prompt will appear again. On the second attempt to enter a verification password that is different from the new password, you will be returned to the DOENET Main Menu and the FICA password will not be set. Begin the process again by selecting Social Security Contributions System from the DOENET Main Menu.

Once the password has been set, each time thereafter when you select Social Security Contributions System from the DOENET Main Menu, you will be prompted to key your seven-digit/character password before you will be given access to the Social Security Contributions Menu.

Upon entering a valid password, a screen will appear welcoming the user to the Social Security Contributions System. The screen will request verification of your district based on your login.

If the district name appearing is correct, enter a "Y" and press the return key. If the district name appearing is incorrect, enter "N" and press the return key. Contact the department's Tech Help Line at (609) 984-6794 immediately to determine why the identification is incorrect.

CHANGING A FICA PASSWORD

If you want to change your current FICA password, at the prompt to enter your FICA password type SET PASSWORD.

Example: Enter FICA password (QUIT = Exit): **SET PASSWORD**

A prompt will appear asking that you enter the old FICA password. Key the current FICA password. If an invalid password is entered, the computer will return you to the Main Menu of the DOENET. Repeat the procedure.

When the correct current FICA password is keyed, a prompt will appear asking you to enter your new FICA password. Enter your seven-digit/character code and press **Enter**.

Example: Enter New FICA Password: **XXXXXXX**

A prompt will appear requesting you to provide verification of the new password that was just entered. Key the seven-digit/character code and press **Enter**. If a new password is entered that is different in the verification screen, a message will appear warning you that the new password verification was invalid and the verification prompt will appear again. On the second attempt to enter a verification password that is different from the new password, you will be returned to the DOENET Main Menu and the FICA password will remain unchanged. You must repeat the change process again by typing SET PASSWORD at the prompt to enter your FICA password.

SELECTING A REPORT PERIOD

After your district identification is complete, a Select Report Period screen will appear as shown below:

NEW JERSEY DEPARTMENT OF EDUCATION

OFFICE OF FINANCE

SOCIAL SECURITY CONTRIBUTIONS SYSTEM

COUNTY: DISTRICT:

PP	SELECT REPORT PERIOD FOR:			DUE:			AMOUNT REQUESTED	AMOUNT PAID
14	JULY	16 – 31,	1999	AUGUST	03,	1999	.	.
15	AUGUST	01 – 15,	1999	AUGUST	18,	1999	.	.
16	AUGUST	16 – 31,	1999	SEPTEMBER	03,	1999	7363.54	7363.54
17	SEPTEMBER	01 – 15,	1999	SEPTEMBER	18,	1999	87040.51	87040.51
18	SEPTEMBER	16 – 30,	1999	OCTOBER	03,	1999	.	.
19	OCTOBER	01 – 15,	1999	OCTOBER	18,	1999	.	.
20	OCTOBER	16 – 31,	1999	NOVEMBER	03,	1999	.	.
21	NOVEMBER	01 – 15,	1999	NOVEMBER	18,	1999	.	.
22	NOVEMBER	16 – 30,	1999	DECEMBER	03,	1999	.	.
23	DECEMBER	01 – 15,	1999	DECEMBER	18,	1999	.	.
24	DECEMBER	16 – 31,	1999	JANUARY	03,	2000	.	.

Use Up/Down Arrows to Highlight Choice
Enter=Select, Enter '99' in the PP column=Exit

Exhibit 1

The screen lists the pay period (PP) number and related time period of coverage and reporting due date for all twenty-four periods of the current calendar year. This screen is used to select a pay period to process either an original request or adjustment to an already keyed request. Use the **Up/Down** arrow keys to highlight your choice of pay periods and press the **Enter** key. To exit the system from this screen, enter "99" and press the **Enter** key.

The district can see the most current information regarding the Amount Requested and Amount Paid for each pay period. The Amount Requested for a pay period is shown if an amount has been previously entered by the district on the separate detailed data entry screen. The Amount Paid is the cumulative amount of cash that has been disbursed for that pay period during the current year. Both figures will reflect any adjustments that have been made to date and paid to date. In other words, the amount reflected for a pay period as the Amount Requested will be the most recent payment request amount calculated on the detail data entry screen. The Amount Paid for that pay period will reflect the total of all payments made for that pay period for both the original amount requested and any subsequent adjustments that have been processed. The one exception is in the case of a **negative adjustment**. When a district makes a correction to an

original request that has already been paid by the system which results in a negative adjustment (reduction of the original requested amount), that change will be made by reducing the Amount Paid in a subsequent pay period. On this summary screen, the Amount Paid for the pay period that has been overpaid will never show the reduction of cash that was made in the subsequent period. Thus, the Amount Requested will show the corrected lower figure while the corresponding Amount Paid will not. Also, the period in which the reduction is made will appear to be underpaid by the amount of the deducted cash. That is, the Amount Requested will show the correct request amount for that pay period but the Amount Paid will show the payment made for the period minus the adjustment from the earlier period. If the adjustment to an original request that has been previously paid results in an additional amount due to the district, the Amount Requested will show the revised figure. The Amount Paid will show the cumulative payments for the period. Once the adjusting payment is made, the Amount Requested and the Amount Paid will agree.

ENTERING DATA FOR A PAY PERIOD

Using the Select Report Period screen, a screen for the pay period selected will appear that contains two boxes -- a data entry box and a status box -- as shown below:

NEW JERSEY DEPARTMENT OF EDUCATION
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COUNTY: DISTRICT:
ENTRY   STATUS

TOTAL WAGES COVERED:	1224444.44	ENTRY : ADJUSTMENT
		PAY PERIOD : 17
TOTAL EXTRA COMPENSATION:	86660.01	PREVIOUS YEAR'S
===		AVERAGE PAYMENT: 69683.33
TOTAL CONTRIBUTIONS DUE TO IRS:	187340.00	% DIFFERENCE FROM
		PREVIOUS YEAR'S
TOTAL UNREIMBURSED SHARE:	100299.49	AVERAGE PAYMENT: 24.91
		PAYMENT HISTORY PP #17:
STATE SHARE PAYABLE:	87040.51	DATE AMOUNT PAID
		09/14/99 87040.51
		/ / .
REASON:		/ / .
School open		/ / .
		=============
		87040.51

PRESS RETURN TO ENTER DATA
Exhibit 2

The data entry box is used to key information to process a payment request or to adjust a previous payment request. The status box provides information regarding any information that has been keyed for that pay period.

Original Entry for a Pay Period:
The status box will show that this is a new entry for this pay period. The number of the pay period selected will appear. The previous year's average payment is provided and will be used as a tool to check the reasonableness of the data entered.

> **Total Wages Covered** - Enter the total of the regular wages and extra compensation in the pay period for employees who are TPAF members (02 employees). This should agree with your payroll records and is subject to audit. Do not use a decimal point when keying data.

> **Total Extra Compensation** - Enter the amount of extra compensation included in the total wages covered amount entered above. This amount is also subject to audit. Do not use a decimal point when keying data. FICA reimbursement is not made for extra compensation wages. This figure must be less than the amount entered for total wages or the message TOTAL EXTRA COMPENSATION CANNOT BE GREATER THAN TOTAL WAGES COVERED! will appear. No payment request will be processed if the edit is not passed. The computer will not allow you to arrow up from "Total Extra Compensation" to correct an error in the "Total Wages Covered" field. Backspace and delete the "Total Extra Compensation" amount and press the **Enter** key. When the message "Is Above Information Correct (Y/N)?" appears, enter "N" and press the **Enter** key. The cursor will now be at "Total Wages Covered." Backspace and rekey the correct information. To correct an error in the "Total Extra Compensation" amount, backspace and key the correct information.

> **Total Contributions Due to IRS** is calculated by the computer as 15.3% of the amount keyed for total wages.

> **Total Unreimbursed Share** is calculated by the computer as the difference between the "Total Contributions Due to IRS" amount and the "State Share Payable" amount. It represents the employee share of the total wages (7.65%) plus the employer's share (7.65%) of the extra compensation wages.

> **State Share Payable** is calculated by the computer as 7.65% of the difference between "Total Wages Covered" and "Total Extra Compensation." Extra compensation is deducted since FICA reimbursement is not made for extra compensation wages.

The computer will also calculate the percentage difference between the state share payable based on the data entered and the previous year's average payment. The percentage change will appear in the status box. If the change is +/- 15% or greater, an explanation must be keyed in the **Reason** section of the data entry box or the request will not be processed. Explanations given for the change will be reviewed by the department for reasonableness. Note: the Reason field is limited to 45 characters, including spaces.

A message "Is Above Information Correct?" will appear. If yes, press "Y" and press the **Enter** key. The computer will display the amount of the payment that will be processed and will ask if you want to enter data for another pay period. If yes, enter "Y" and press the **Enter** key. The

Select Report Period screen will appear. If the information is incorrect, enter "N" and press the **Enter** key. The computer will clear the data previously entered. Rekey the correct information.

Subsequent Entry for a Pay Period - Previous Entry Processed Not Yet Paid:
The status box will show that this is a new entry for this pay period although data has been previously keyed, since no payment has been made. The number of the pay period selected will appear. The previous year's average payment is provided and will be used as a tool to check the reasonableness of the data entered.

> **Total Wages Covered** - The amount previously keyed appears. If incorrect, backspace and key the correct figure. If correct, press **Enter** to move cursor to "Total Extra Compensation."

> **Total Extra Compensation** - The amount previously keyed appears. If incorrect, backspace and key the correct figure.

> **Total Contributions Due to IRS** is recalculated by the computer as 15.3% of the amount keyed for total wages.

> **Total Unreimbursed Share** is recalculated by the computer as the difference between the "Total Contributions Due to IRS" amount and the "State Share Payable" amount. It represents the employee share of the total wages (7.65%) plus the employer's share (7.65%) of the extra compensation wages.

> **State Share Payable** is recalculated by the computer as 7.65% of the difference between "Total Wages Covered" and "Total Extra Compensation." Extra compensation is deducted since FICA reimbursement is not made for extra compensation wages.

The computer will also calculate the percentage difference between the state share payable based on the data entered and the previous year's average payment. The percentage change will appear in the status box. If the change is +/- 15% or greater, an explanation must be keyed in the **Reason** section of the data entry box or the request will not be processed. Explanations given for the change will be reviewed by the department for reasonableness. Note: the Reason field is limited to 45 characters, including spaces.

A message "Is Above Information Correct?" will appear. If yes, press "Y" and press the **Enter** key. The computer will display the amount of the payment that will be processed and will ask if you want to enter data for another pay period. If yes, enter "Y" and press the **Enter** key. The Select Report Period screen will appear. If the information is incorrect, enter "N" and press the **Enter** key. The computer will show the data previously entered before these changes. Rekey the correct information.

Subsequent Entry for a Pay Period - Previous Entry Processed and Paid:
The status box will show that this is an adjustment for this pay period. The number of the pay period selected will appear. The previous year's average payment is provided and will be used as a tool to check the reasonableness of the data entered. The dates and amounts for previous

payments processed and any adjustments processed for the pay period will appear under the payment history. If a previous adjustment was positive, it would have appeared as a separate payment on the detail of the bank transfer made to your account. If the previous adjustment was negative, it would not be shown as a separate amount on the detail, but would have been deducted from the pay period being processed on the date shown. The payment history will show a negative payment for that date.

Total Wages Covered - The amount previously keyed appears. If incorrect, backspace and key the correct figure. If correct, press **Enter** to move cursor to "Total Extra Compensation."

Total Extra Compensation - The amount previously keyed appears. If incorrect, backspace and key the correct figure.

Total Contributions Due to IRS is recalculated by the computer as 15.3% of the amount keyed for total wages.

Total Unreimbursed Share is recalculated by the computer as the difference between the "Total Contributions Due to IRS" amount and the "State Share Payable" amount. It represents the employee share of the total wages (7.65%) plus the employer's share (7.65%) of the extra compensation wages.

State Share Payable is recalculated by the computer as 7.65% of the difference between "Total Wages Covered" and "Total Extra Compensation." Extra compensation is deducted since FICA reimbursement is not made for extra compensation wages.

The computer will also calculate the percentage difference between the state share payable based on the data entered and the previous year's average payment. The percentage change will appear in the status box. If the change is +/- 15% or greater, an explanation must be keyed in the **Reason** section of the data entry box or the request will not be processed. Explanations given for the change will be reviewed by the department for reasonableness. Note: the Reason field is limited to 45 characters, including spaces.

A message "Is Above Information Correct?" will appear. If yes, press "Y" and press the **Enter** key. The computer will display the amount of the adjustment that will be processed and will ask if you want to enter data for another pay period. If yes, enter "Y" and press the **Enter** key. The Select Report Period screen will appear. If the information is incorrect, enter "N" and press the **Enter** key. The computer will show the data previously entered before these changes. Rekey the correct information.

EXITING THE SYSTEM

The system may be exited from the Select Report Period screen by entering "99" in the PP column. To exit from the data entry screen, type "N" at the prompt "Do you want to enter data for another pay period?"